



## Welcome to the Field Studies Council (FSC) Trainee Tutor Scheme Recruitment Pack



FSC needs to be certain that education staff leading groups are not only competent and enthusiastic, but experienced and professional individuals capable of working with and inspiring students of all ages. To help ensure the development of education staff, FSC is offering this Trainee Tutor scheme, starting on Thursday 4<sup>th</sup> January 2018

The Trainee Tutor scheme is designed to equip an individual with the skills and attributes explained in this pack, enabling further time to be devoted to building experience through the delivery of courses to an increasingly wide range of audiences.

Our FSC tutors work with students studying both geography and biology at a range of levels. This year, in response to the increased amount of fieldwork highlighted in the new exam specifications, we are looking to increase the number of geography specialists in our teaching team alongside our usual intake of biology graduates. Are you a geography graduate with a love of landscape, an enthusiasm for enquiry based learning, a built-environment enthusiast or have a passion for physical geography processes? If you are, then come and share this with us and others.

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In this Trainee Tutor Scheme Recruitment pack you will find -

- Scheme Description and Person Specification
- Summary of main terms and conditions for the Scheme
- Information about the Field Studies Council (*Please also visit: [www.field-studies-council.org](http://www.field-studies-council.org)*)

### How to apply:

Every year we have a fantastic response for our Trainee Tutor Scheme. You **will** need to stand out from the other applications. To help us select you as a **stand out** candidate we will need to know what **motivates** you about learning outside the classroom and **why** you are applying for a place on the Scheme. Please include **examples** to illustrate how your skills and experience match the requirements of the role.

**Please note we do not accept CV's without a completed application form.**

To apply for this position please visit [www.field-studies-council.org/vacancies](http://www.field-studies-council.org/vacancies) to download and complete in full the **[TRAINEE TUTOR application form](#)**.

**Send your application form via:**

**Email:** [recruitment@field-studies-council.org](mailto:recruitment@field-studies-council.org)

**Post:** Human Resources, FSC Head Office, Preston Montford, Montford Bridge, Shrewsbury, Shropshire SY4 1HW

**PREVIOUS APPLICANTS NEED NOT APPLY**

**The closing date for receipt of your completed application form is 12 noon on Monday 13<sup>th</sup> November 2017**

The selection process is scheduled to take place over two days on Tuesday 28<sup>th</sup> November & Wednesday 29<sup>th</sup> November 2017 at Preston Montford Field Centre, Shrewsbury. All shortlisted candidates will be required to attend both days.

## SCHEME DESCRIPTION

**Title:** Trainee Tutor

**Based at:** This is an internally run scheme. You will be based at an FSC Location anywhere in the UK.  
(The Location can change during the scheme so Trainees must be prepared to move during the scheme.)

The scheme will involve ongoing training and assessment throughout the programme and it is currently anticipated the scheme will commence with the following:

- 1 week Induction
- 2 & 3 week placement and teaching practice at an FSC Learning Location anywhere in the UK
- 2 week skills and knowledge training
- 1 week Hill and Mountain Training Course

This initial training will start on the 4<sup>th</sup> January.

Additional training may include: First Aid training, water safety, Operating Codes of Practice (OCOPs); Biodiversity and Landscape Group (BLAG); GIS and ESRI ArcGIS Online training.

This is essentially an active role and will require the individual to be able to carry out duties associated with effectively managing groups in outdoor learning locations, which may be remote, whilst ensuring the health and safety of the group at all times, including carrying safety sacks.

### **Trainee Tutors are expected to:**

- Deliver active outdoor learning in a variety of environments, weather conditions and terrain
- Deliver specific activities and teach groups within standard / core courses
- Support teaching staff in course delivery, involving welcoming groups, preparing classrooms, vehicles, classrooms, labs, resources, equipment, IT
- Support in the delivery of community and outreach environmental projects
- Be part of an FSC duty system that provides 24 hour cover

### **Key Responsibilities:**

#### **Plan**

- Recognise and plan for the educational and physical needs of the group
- Produce a plan for the activity, identifying appropriate learning outcomes and agree them with a senior member of teaching staff
- Select appropriate materials for the activity to be undertaken and the needs of the group
- Ensure other members of the education team are aware of the group's needs of shared resources e.g. sites, workrooms, transport, equipment

#### **Do**

- With support, deliver from KS2 to A Level outdoor environmental learning sessions
- Introduce the activity in an effective, safe and engaging way
- Organise effectively the gathering of information in the field and collation and processing of information both on site and later at the learning location
- Review the learning outcomes with the group
- Integrate ICT into the activity as appropriate
- Establish a good working relationship with the group

#### **Review**

- Undertake a self review of the taught activity
- Undertake informal reviews with colleagues
- Undertake ongoing assessment throughout the scheme
- Analyse reviews given by visiting groups
- Undertake and respond to, at least one, formal documented review with a senior member of education staff

## **General**

- Complying with all relevant legislation / FSC Operating Codes of Practice (OCOPs) / FSC Health and Safety Handbook and FSC procedures
- Taking an active role in the learning location's evening and residential duty system - this will involve staying on site on some evenings and overnight to deal with customer issues and, with the support of a Senior member of staff, respond to emergencies
- Delivering a high standard of customer service and customer care
- Ensuring the highest standards of quality are achieved in all duties carried out
- Working closely with other staff to ensure that appropriate levels of service are maintained during absences and periods of high workload
- Maintaining a high standard of personal hygiene & personal appearance in accordance with FSC policies
- Fulfilling your obligations under FSC's Behaviour Partnership to ensure a happy, productive working environment
- Attending staff meetings as well as FSC internal and external training as required, in order to share best practice and improve team and learning location performance, and participating fully in staff development activities (sometimes this may involve travel to other learning locations with the occasional overnight stay)
- Undertaking any other duties that may reasonably be required to ensure the smooth and efficient running of the learning location
- Driving: We have a number of vehicles which you may be asked to drive. To do so, you will need to be 21 years or over, have a full valid driving licence, to have been driving for at least two years, and undertake an internal assessment on commencement in the role

## **Key Expectations:**

The expectations of every employee that we regard as essential include:

- A positive and passionate work attitude
- A desire to show pride in all aspects of their work
- A flexible approach with a willingness to adapt to changes
- An ability to work using your own initiative both independently and as a competent, effective team member
- An ability to work under pressure and prioritise work to meet tight deadlines
- Always treating others with courtesy, dignity and respect
- A commitment and contribution to improving FSC's environmental performance
- A committed and proactive approach to personal development; motivated to learn new skills and overcome new challenges

This job description should be seen as enabling rather than restrictive, and will be subject to regular review.

Date of Issue – September 2017

## PERSON SPECIFICATION

**Title: TRAINEE TUTOR**

ESSENTIAL/DESIRABLE FACTORS FOR PLACEMENT ON THE SCHEME	E	D	How is this identified?
<b>1. QUALIFICATIONS &amp; EXPERIENCE</b>			
Have a degree in Geography, Ecology, Environmental Science or closely allied discipline	✓		Application
Previous experience assisting or leading groups in the outdoor environment	✓		Application / Assessment
Previous or current involvement in conservation, fieldwork or environmental activities	✓		Application
Understanding the principles of group management and safety	✓		Application / Assessment
Ability to use standard office software to effectively support learning, including the use of social media and SMART technology	✓		Application / Assessment
Experience of using interactive whiteboards, presentation software and/or spreadsheets	✓		Application / Assessment
Ability to help others interpret and enjoy landscapes and habitats	✓		Assessment
Have the ability to enable participation of all learners		✓	Application / Assessment
Have an understanding of the principles of risk assessment		✓	Application / Assessment
Full valid Driving Licence		✓	Application
<b>2. KNOWLEDGE</b>			
Specialism in Geography		✓	Application
<b>3. SKILLS</b>			
Ability to focus and stay on task in a busy environment when working alone or as part of a team	✓		Application / Assessment
Excellent communication skills, sensitive to the needs of others	✓		Application / Assessment
Committed and proactive approach to personal development, motivated to learn new skills and seek new challenges	✓		Assessment
Innovator, self-starter who shows personal initiative	✓		Assessment
Ability to prioritise effectively and manage personal time	✓		Assessment
A genuine commitment to customer care for customers of all ages and backgrounds	✓		Assessment
Enthusiasm and respect for the outdoor environment and sustainability	✓		Application / Assessment

## SUMMARY OF MAIN TERMS AND CONDITIONS

### **Contract Term:**

The Trainee Tutor Scheme is offered for a fixed period to commence on Thursday 4<sup>th</sup> January 2018 and end on November 16<sup>th</sup> 2018

### **Remuneration:**

FSC Grade: Trainee

FSC Pay Grade: The hourly rate payable will be at the national minimum wage rate appropriate to the post holder's age. Currently –

£7.05 (24 years of age or under)

£7.50 (25 years of age and over)

### **Hours of work:**

This post is based on a notional average of 40 working hours per week, this will equate to a total of 2080 hours of work annualised over a full year. The weekly hours are based on a flexible shift pattern, this **will** fluctuate throughout the year according to business needs which means that the post holder may be required to work more hours during busy periods and considerably less in other weeks to compensate. Evening, weekend and Bank Holiday working will be required. Residential duties will form an integral part of the post when based at a residential learning location.

There may also be the requirement to attend courses and conferences at other FSC locations as required.

### **Location of post:**

This post will be based according to business need at one of FSC's Learning Locations in the UK. There may be a need to move between locations during the contract as business needs change. Details will be supplied at interview.

If resident at the centre a deduction is taken from your gross monthly salary and you will be required to sign a residential accommodation agreement. If based at a residential learning location food will be provided during the course of your duties only. If provided, food will not be included on days off and holidays.

### **Training Fees Agreement:**

The Trainee Tutor scheme involves significant training and assessment incorporating internal and external training providers and assessors. Therefore to protect our significant investment you are required to sign and comply with a reimbursement of training fees agreement. If you do not successfully complete the training or leave the scheme early we may, at our discretion, seek reimbursement of appropriate costs incurred by FSC.

### **Annual & Bank Holidays:**

The holiday year runs from 1 January to 31 December each year. You will accrue an entitlement to paid annual holidays equivalent to 5.6 working weeks during a complete holiday year. This entitlement includes the Public/Bank holidays or substitute days (as defined in FSC's Employee Handbook) when they fall on a contractual or scheduled day of work. Anyone who joins part way through the year receives a pro-rata entitlement of the 28 days.

### **Pension:**

The post-holder will be eligible to join the Teachers' Pension Scheme.

### **Sickness:**

During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with FSC's sickness absence procedures. The payment of sick pay is subject to compliance with FSC's rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.

### **Additional Employee Benefits:**

These include an Employee Assistance Programme, Life Assurance\* and Health Cash Plan with Westfield Health\* (\*exclusions apply). Further details are given on appointment, as applicable, or are available by contacting Human Resources at FSC Head Office on 01743 852119.

### **Probationary Period:**

This post has a 3 month probationary period, during which your suitability for the post will be assessed.

### **Post Classification / Level of Disclosure and Barring Service (DBS) Check Required:**

This post has been classified as **Category A** (as defined in the FSC Code of Conduct) which means it is **exempt** from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Applicants will therefore be required to disclose any convictions, cautions, reprimands or final warnings which are NOT protected as defined under

the Act, and the successful candidate will also be required to undertake an **Enhanced plus Children's barred list check** with the Disclosure & Barring Service (DBS).

## FIELD STUDIES COUNCIL: BACKGROUND INFORMATION

Field Studies Council (FSC) is an environmental education charity providing informative and enjoyable opportunities for people of all ages and abilities to discover, explore, and understand the environment.

**Our Mission** is to bring environmental understanding to all.

**Our Vision** is inspiring environmental understanding through first-hand experience

### **What we believe -**

FSC believes that the more we understand about and take inspiration from the world around us the more we can appreciate its needs and protect its diversity and beauty for future generations.

In all we do, we are committed to:

- **Delivering first hand experiences.** FSC uses the environment to inspire. Taking in its sights, sounds and smells has the ability to motivate, deepen knowledge and broaden horizons.
- **Providing opportunities for everyone.** FSC strives to provide opportunities for everyone regardless of age, ability or background.
- **Sustainability for the future.** A commitment to the environment is at the heart of everything FSC does: how we run the charity, what people learn on our courses and through our publications.
- **A caring attitude.** From the way we treat our customers, our staff, the environments we work in and the feel of our locations, FSC demonstrates a personal approach with great care taken in everything we do.

### **What we do -**

For more than 70 years FSC has touched the hearts and minds of people of all ages through courses at our network of learning locations, work overseas and the production of resources. Each year over 140,000 people experience FSC many through a visit to one of our learning locations

- Learning outside the classroom experiences with their school, college or university
- Professional training courses for environmentalists and teachers
- Natural history courses
- Identification guides and free resources
- Funded projects both in the UK and abroad
- Art courses
- Family holidays
- Campaigns for the right to outdoor learning and fieldwork

Some of the FSC's proudest moments have arrived when trying to reach those who would not be able to have an FSC experience without some help. In 2014, thanks to FSC members and donations from individuals and Trust Funds, we were able to provide support for over 1000 young people who otherwise would not have been able to take part.

Despite all that we have achieved so far, we hope to provide even more opportunities for people of all ages and abilities to discover, explore and understand the natural world. However, as an Investors in People charity, we realise we can't achieve this without staff that have a real passion for the work of the charity and a pride in their role within it. Every role in the charity is vital to delivering its mission and vision – if this inspires you and you meet the requirements of the post we would love to hear from you.

For more information please also visit [www.field-studies-council.org](http://www.field-studies-council.org)

